



Axon Commander 4.5



San Diego County Sheriff's Department
Video Analysis Unit

What is Commander?

- Commander is a digital evidence management program
- Currently only for management of BWC videos
- Potential in the future to include all forms of digital evidence such as interview video, audio files, photographs, case documents, and BWC video



Overview

- Deputies will enter metadata (which are tags for Event # and category) on the Axon View application for each video
- Deputies will dock their cameras and the videos will be uploaded into the Commander program with that metadata so videos can be searched for by event number, category, etc.
- The number of videos attached to each event should be noted in the property section of the crime/arrest report

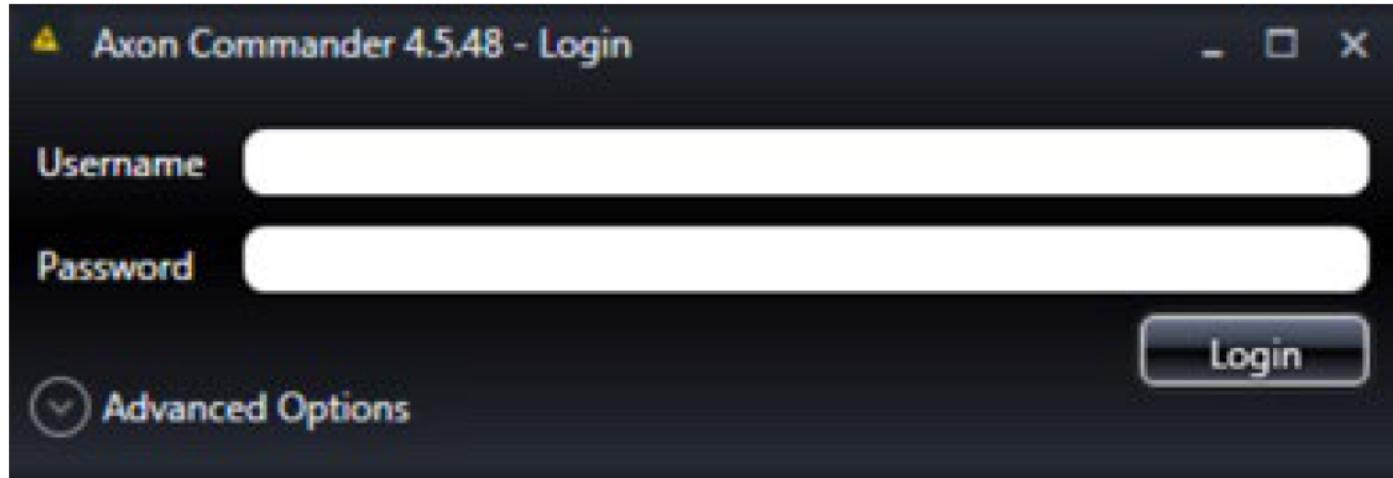


Overview

- To find the associated video for your investigation, use the search pane with the various filters or the search feature
- Once you find videos, you may tag them with your own identifier for organization and easier location in the future (MISC category)
- Commander can be used to view video, take snapshots, add bookmarks, etc.
- When the case is ready to be sent to DA, Tag with category “Share” and a drop down for the value will appear. Select “DA” and the file(s) will be moved to a ‘bucket’ for the DA to access



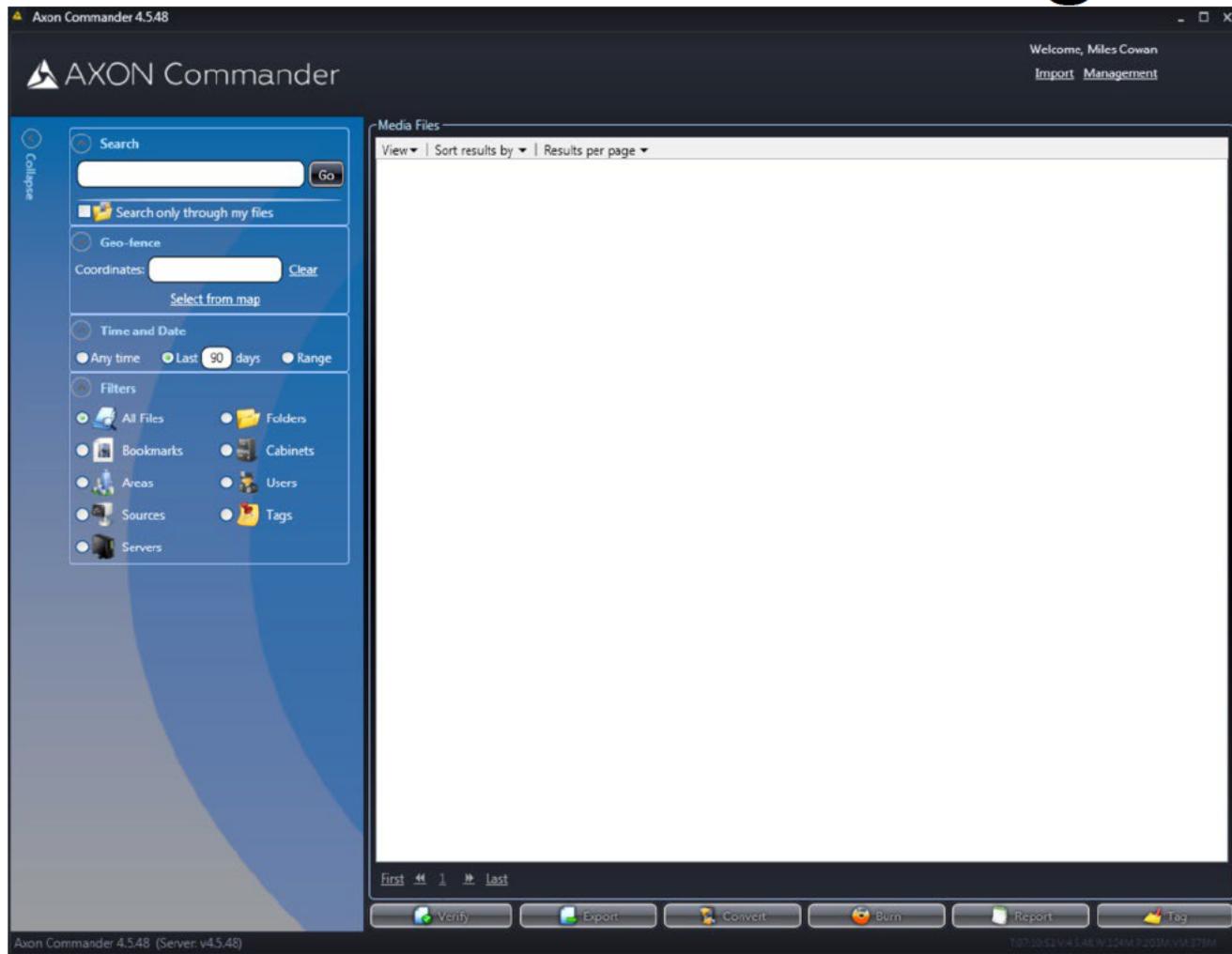
Launching Commander



- Launch Commander from Shortcut Icon on Desktop
- Commander Client Login screen appears
- Type in your Username and Password in text boxes and click **Login**
- This will be your Sheriff's Desktop username and password



Commander Main Page



San Diego County Sheriff's Department
Video Analysis Unit

Search Pane

[Collapse](#)

Search

[Go](#)

[Search only through my files](#)

Geo-fence

Coordinates: [Clear](#)

[Select from map](#)

Time and Date

Any time Last days Range

From [▼](#)

To [▼](#)

Filters

<input checked="" type="radio"/>  All Files	<input type="radio"/>  Folders
<input type="radio"/>  Bookmarks	<input type="radio"/>  Cabinets
<input type="radio"/>  Areas	<input type="radio"/>  Users
<input type="radio"/>  Sources	<input type="radio"/>  Tags
	<input type="radio"/>  Destinations



Features of Search Pane

- Search section allows users to search by any word in the Commander system (i.e. user name, first name, last name, email address, bookmarks, title, description, tags, folders, cabinets, areas, and sources)
- The “Go” button executes a search based on search, date and time, and filters section



Features of Search Pane

- The Checkbox labeled “Search only through my Files” searches through the logged in user’s files (i.e. videos the user has generated on their assigned camera)
- Time and Date section includes any time, last # of days, or a date range
- Available filters are all files, bookmarks, areas, sources, folders, cabinets, users, tags, and destinations



Search

123

Search only through my files

Geo-fence

Coordinates:

Select from map

Time and Date

Any time Last 90 days Range

Filters

All Files Folders

Bookmarks Cabinets

Areas Users

Sources Tags

Servers

Media Files

View ▾ | Sort results by ▾ | Results per page ▾

August, 2015 [3 item(s)]

 2015-08-21 12:31:50 28m9s MP4	 2015-08-21 12:31:46 30m2s MP4	 2015-08-21 12:31:42 30m2s MP4
FLEX.X78058038.0012.150821.12...	BODY.X78032315.0015.150821.1...	BODY.X78046669.0013.150821.1...

June, 2014 [3 item(s)]

 2014-06-29 00:18:40 JPG	 2014-06-29 00:18:36 JPG	 2014-06-29 00:18:18 JPG
Scene 1234	Scene 1234	Scene 1234

July, 2007 [5 item(s)]

 2007-07-11 07:13:02 JPG	 2007-07-11 07:13:02 JPG	 2007-07-11 07:13:02 JPG	 2007-07-11 07:13:02 JPG
Shooting	Shooting	Shooting	Shooting
 2007-07-11 07:13:02 JPG			
Shooting			

First  1  Last

Showing 1 - 11 of 11

Cabinets, Folders, and Tags

- Videos can be organized in a digital filing system utilizing cabinets to hold folders (Data Services)
- Videos relating to one case can be combined in one search by “parent” case number or “MISC” tag
- You can tag digital evidence to further identify video (i.e. tag as Detective’s last name for cases for easy search)



Tagging

- Any file in Commander can be tagged which allows users to classify data for easy Search
- Two types of Tags: Drop down and Value
- Tag drop down is a list of tag classifications which are preloaded and appear in a drop down selection list
- Value tags apply free-form text (i.e. whatever the user chooses) (MISC tag is for detectives/investigators to help organize their own cases)
- You can apply tags to multiple files at once
- You can remove and change tags as needed (will be in audit report)



Tagging

1. Highlight the file in the Results Pane
2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane or in Commander Client Player
3. Click **Add**
4. In the **Name** list, select a tag template
5. In the **Value** box, enter a value for the tag
 - For a text tag you must type a value
 - For a Choice tag you can select a value
6. Click **OK**



Tagging

AXON Commander 4.6.14

Welcome, Alexander Rot
Import Management

AXON Commander

Assets

Search: Search

View ▾ Sort results by ▾ Results per page ▾

Warrants

Title: Warrants
Username:  Extension: MP4
Start Time: 2016-04-06 14:53:01 Duration: 05:21
Area: taser body cam 2 Server: SDSO PROD

X78031872-clip0442.mp4

Title: X78031872-clip0442.mp4
Username:  Extension: MP4
Start Time: 2016-04-06 13:38:58 Duration: 00:18
Area: taser axon lxcie Server: SDSO PROD

WMA yelling In Bathroom

Title: WMA yelling In Bathroom
Username:  Extension: MP4
Start Time: 2016-04-06 10:26:00 Duration: 00:01
Area: taser body cam 2 Server: SDSO PROD

X78031872-clip0439.mp4

Title: X78031872-clip0439.mp4
Username:  Extension: MP4
Start Time: 2016-04-06 09:33:55 Duration: 00:01
Area: taser axon lxcie Server: SDSO PROD

Tro

Title: Tro
Username:  Extension: MP4
Start Time: 2016-04-06 07:50:45 Duration: 00:01
Area: taser body cam 2 Server: SDSO PROD

X81003234-1086849026

Title: X81003234-1086849026
Username:  Extension: MP4
Start Time: 2016-04-06 01:22:01 Duration: 00:01
Area: taser body cam 2 Server: SDSO PROD

X81002843-1086849025

Title: X81002843-1086849025
Username:  Extension: MP4
Start Time: 2016-04-05 22:37:51 Duration: 07:41
Area: taser body cam 2 Server: SDSO PROD

Tags

Case ID: E3268745
Category: CONTACT ONLY - NO ACTION

Tag	Value
:X81001637-1086849027	name: Extension: MP4 Time: 2016-04-06 09:53:25 Duration: 06:00 Area: taser body cam 2 Server: SDSO PROD
:TRO	name: Extension: MP4 Time: 2016-04-06 08:14:13 Duration: 01:34 Area: taser body cam 2 Server: SDSO PROD
:415c Deli every Bill Dispute	name: Extension: MP4 Time: 2016-04-06 02:01:54 Duration: 10:23 Area: taser body cam 2 Server: SDSO PROD
:X81002992-1086849026	name: Extension: MP4 Time: 2016-04-06 00:04:41 Duration: 02:38 Area: taser body cam 2 Server: SDSO PROD

Add Remove OK Close Apply

March, 2016 [1]

First ▪ 1 ▫ Last

Showing 1 - 31 of 31 items

Vcrify Export Convert Burn Report Tag

Search results: 21 assets found



Tagging

AXON Commander

Welcome, Alexander Roti
[Import](#) [Management](#)

Assets

View ▾ | Sort results by ▾ | Results per page ▾

Search

Search only through my files

Require exact word matches

Geo-fence

Time and Date

Any time • Last 90 days • Range

Filters

All Files Bookmarks Areas Sources Servers

Folders Cabinets Users Tags

Title: Warrants
Username:
Start Time: 2016-04-06 14:53:30 Duration: 05:21
Area: taser body cam 2

Title: X78031872-clip0442.mp4
Username:
Start Time: 2016-04-06 13:38:41 Duration: 00:20:22
Area: taser axon lxcie

Title: WMA yelling In Bathroom
Username:
Start Time: 2016-04-06 10:26:50 Duration: 00:01:00
Area: taser body cam 2

Title: X78031872-clip0440.mp4
Username:
Start Time: 2016-04-06 14:33:40 Duration: 02:02
Area: taser axon lxcie - X78031835

Title: X78031872-clip0440.mp4
Username:
Start Time: 2016-04-06 10:36:04 Duration: 01:48
Area: taser axon lxcie

Title: X78031872-clip0440.mp4
Username:
Start Time: 2016-04-06 09:53:25 Duration: 06:00
Area: taser body cam 2 - X81001637

Title: X78031872-clip0440.mp4
Username:
Start Time: 2016-04-06 08:14:13 Duration: 01:34
Area: taser body cam 2 - X81001584

Title: Every Bill Dispute
Username:
Start Time: 2016-04-06 02:01:54 Duration: 10:23
Area: taser body cam 2

Title: X81003234-1086849026
Username:
Start Time: 2016-04-06 01:22:41 Duration: 02:38
Area: taser body cam 2

Title: X81002992-1086849026
Username:
Start Time: 2016-04-06 00:04:41 Duration: 02:38
Area: taser body cam 2

Title: X81002843-1086849025
Username:
Start Time: 2016-04-05 22:37:51 Duration: 07:41
Area: taser body cam 2 - X81002843

Tags

Case ID: E3268745
Category: CONTACT ONLY - NO ACTION

Add tag

Tag:

Value: Please select a tag.

OK Cancel

OK Close Apply

Verify Export Convert Burn Report Tag

Showing 1 - 31 of 31 items

March, 2016 [1]

First < 1 > Last

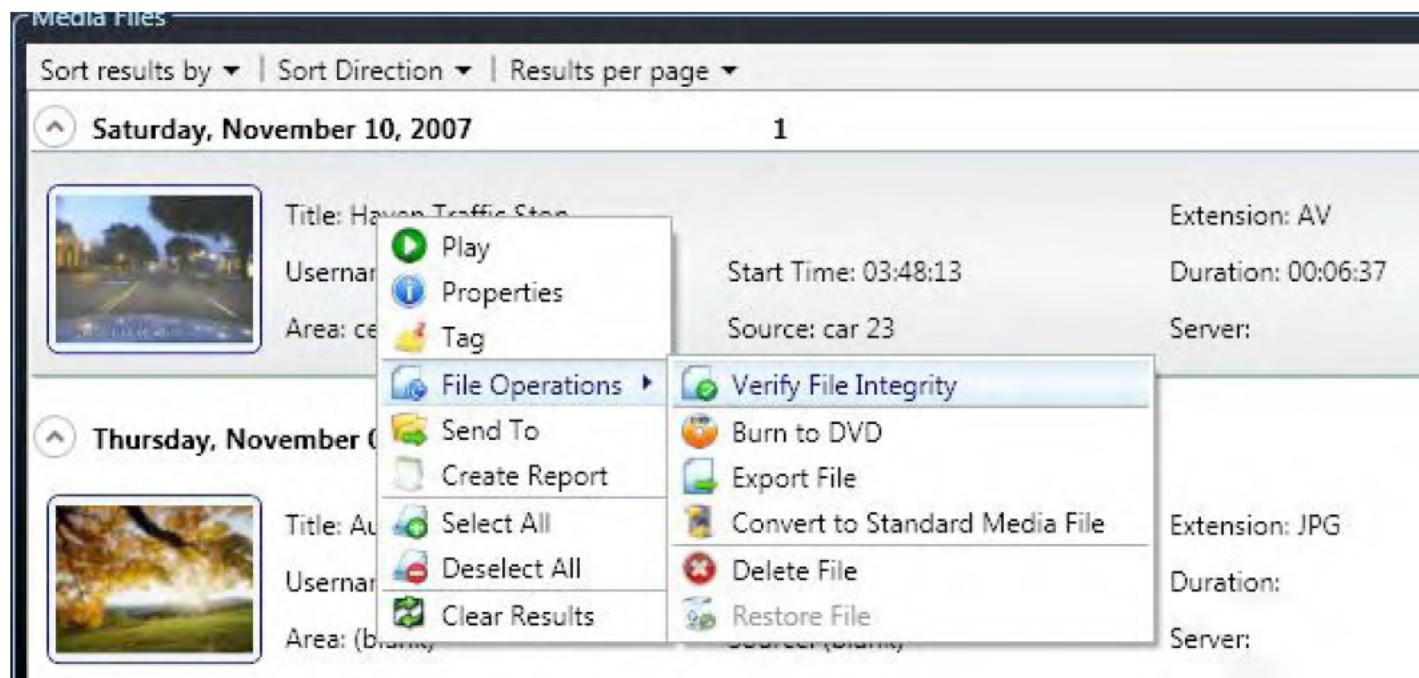
Search results: 31 asset(s) found

T091248 U4634 W70018 D70018M 977V TH-0450



Context Menu

- Right-click on any file and the context menu appears



Context Menu

- Play: This action invokes the Commander Client Player
- Properties: This action opens the Properties window for the file
- Tag: This action opens the Tag window to Tag this specific file
- File Operations:
 - Verify File Integrity: This action opens the Verify File Integrity window for the file- Used for later applications
 - Burn to DVD: This action opens the Burn to DVD window for the file
 - Export File: This action opens the Export File window for the File
- Convert to Standard Media file: This action opens the Conversion window for the file



Context Menu

- Send to: This sends a specific File to the desired predefined location
- Create report: This creates a Report on all activity of the file



Playback

- Select a file by double-clicking on the file
- Right-click on the file and select play to watch
- Standard playback controls are available



Snapshot

- Open the desired video file with the Commander Client Player
- When you are ready to take a Snapshot of the video, click the camera icon on the left side of playback options in Commander Client Player
 - A Save As dialog box opens
- Navigate to the desired location and click **Save**
By Default, the Name of the Snapshot will be the local Date and Time when the snapshot was taken



Bookmarks

- Open a video file in Commander Client Player
- When you get to a point in the video you wish to bookmark you can click the **Add Bookmark** button on the right hand side of the player
- A bookmark box will appear with time stamp for the point in the video at the top
- The middle section allows for an event type or title for the bookmark
- The last section is for a brief description (words in this section can be searched)



Bookmarks

Axon Commander 4.6.14

Welcome, Alexander Roti

Import Management

AXON Commander

Search

View ▾ | Sort results by ▾ | Results per page ▾

April, 2016 [24]

All Bookmarks Bookmarks

Timestamp Event type

X78005169-clip0349.mp4

11:34:28

Event Type:

Description:

Operations

Save Cancel

Verify Export Convert Burn Report Tag

First < 1 > Last

Showing 1 - 24 of 24 items

Search results: 24 asset(s) found.

2016-04-07 07:14:44 7m10s MP4 5150 WELCK 2016-04-07 01:21:14 5m41s MP4 ATC

2016-04-06 15:02:21 3m17s MP4 Warrants 2016-04-06 14:53:30 5m21s MP4 X78023035-clip0190.mp4

2016-04-06 08:14:13 1m34s MP4 Tro 2016-04-06 07:50:44 2m19s MP4 415c Deli every Bill Dispute

T122642 V4.6.14 W159M P365M VM579M Th125K

The screenshot shows the Axon Commander 4.6.14 software interface. The main window displays a list of video assets from April 2016, with 24 items found. Each asset entry includes a thumbnail, timestamp, duration, file type (MP4), and a brief description. A preview window on the left shows a video clip from X78005169-clip0349.mp4 at 11:34:28. The preview window has fields for Event Type and Description, and buttons for Verify, Export, Convert, Burn, Report, and Tag. The bottom of the screen features a toolbar with these same functions. The overall interface is dark-themed with blue and white text.



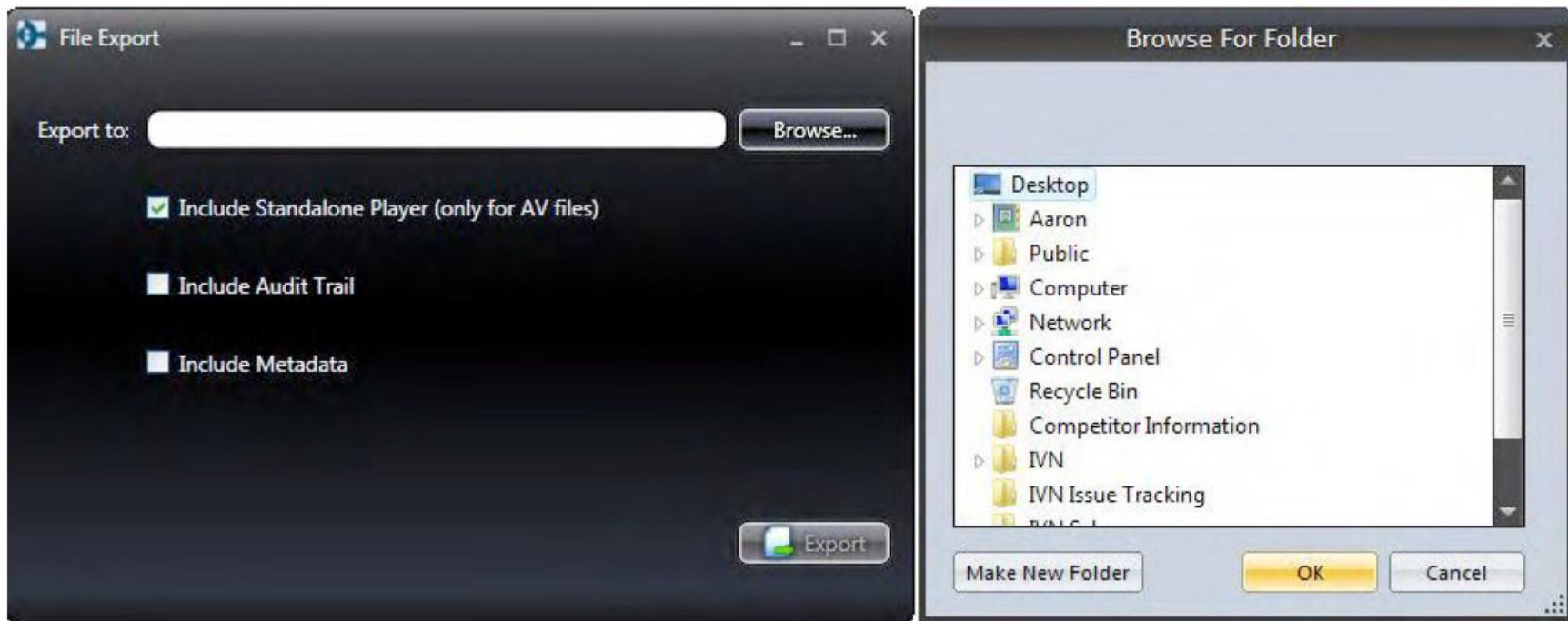
San Diego County Sheriff's Department
Video Analysis Unit

Exporting a File

- Use this feature when you want to use a file that is stored in Commander externally
- A copy of the file is sent to the specified location
 1. Highlight the file in the Results Pane
 2. Right-click the file and select **File Operations > Export File**
 3. Click **Export** at the bottom of the Results Pane
 4. Click **Export** in the Commander Client Player
 5. Click **Browse**
 6. There is also an option to include an Audit Trail
 7. Click **Export**



Exporting a File



Converting a File

- Most video Files in the Commander can be converted to WMV format to be played in Windows Media Player
 1. Highlight the file in the Results Pane
 2. Click **Convert** at the bottom of the Results Pane or the Commander Client Player
 3. Select destination by browsing to the location where you want to save the converted file
 4. Click **Convert to Standard Media** to start process (conversion time is about the same as the time of the video)



Burning a File

- Files in Commander can be burned to a Data or Authored DVD
 1. Highlight the file in Results Pane
 2. Right-click on file and select **File Operations > Burn to DVD** or click **Burn** at the bottom of the results pane or in Commander Client Player
 3. Select the desired drive
 4. Make sure a disk is inserted and select your speed
 5. Select Authored or Data (Authored can be played back in standard DVD Player. Data contains original files)
 6. Click **Burn to DVD**



Creating a Report

- Reports detailing an audit trail of actions performed on a file since it was ingested into Commander can be created
 1. Highlight the file in the Results Pane
 2. Right-click on the file and select **Create Report** or click **Report** at the bottom of the results pane or in Commander Client Player
 3. A Report window appears and you can Print, Export to PDF, or Search



Supervisor Responsibilities

- Assigning OT cameras (or backup)
- Adding additional users to a video file(s) for viewing by another Deputy
- Tagging Case numbers for videos associated with Arrest Reports
- Sending Arrest reports to the DA through tagging system



How to Send to the DA's Office

- Select/highlight the videos you wish to send
- Select Add Tag (Tag box will appear)
- Tag: “Share”
- Value section “DA” Once this tag is applied copies of the videos will be sent to a “bucket” which the DA has access to



How to Send to the DA's Office

AXON Commander

Welcome, Juliet Dias

Import Management

Assets

View ▾ | Sort results by ▾ | Results per page ▾

April, 2016 [24]

Search

Search only through my files
Require exact word matches

Geo-fence

Time and Date
Any time • Last 90 days • Range

Filters

All Files
Folders
Bookmarks
Areas
Sources
Servers

Tags

Case ID: E3272241
Category: CONTACT ONLY - NO ACTION

Add tag

Tag: Share
Value: DA

OK Cancel

OK Close Apply

First 1 Last

Showing 1 - 24 of 24 items

Verify Export Convert Burn Report Tag

search results: 24 asset(s) found.

T:13.50.24.V:4.6.14.W:140M.P:239V.VM:407V.Th:125K



San Diego County Sheriff's Department
Video Analysis Unit

Assigning Cameras

- “Armorer” users will have ability to assign cameras (Sergeants)
- Select “Management” in top right corner
- Management box will appear, select “Devices” on the left side
- Select the “Assignment” tab and search for the serial number (On the bottom of camera next to upload light)
- Select the owner you wish to assign and select the “Assign Device” button
- Be sure the camera you are assigning has been docked and completely uploaded so that all the videos are correctly assigned to the right user (solid green LED in dock)
- Once you have assigned the camera, remove and re-dock



Assigning Cameras

The screenshot shows the Axon Commander 4.6.1.4 software interface. The title bar reads "Axon Commander 4.6.1.4" and "AXON Commander". The top right corner displays "Welcome, Juliet Dias" and links for "Import" and "Management". The main window is titled "Management - Axon Commander 4.6.1.4" and features a "Device Assignment" section. On the left, there is a vertical toolbar with icons for "Search", "Devices" (which is selected), "Plugins", and various filters like "Geo", "Time", and "Filter". The central area contains fields for "Serial Number" and "Owner", both with dropdown menus. There is also a checkbox for "Filter for Unassigned Devices" and a large "Assign Device" button.



San Diego County Sheriff's Department
Video Analysis Unit

Adding a User

- Sergeants can give permission for one deputy to view another deputy's video for a law enforcement purpose (i.e. writing a report, completing an SO-120)
- Deputies do not have access to other deputy's videos (detectives, supervisors, other investigators do)
- To grant a deputy access to another deputy's video you must add a user



Adding a User

1. Highlight the desired file(s)
2. Right Click and select “Properties”
3. The Properties window will appear with a drop down for Primary and Secondary User
4. The primary user should have the user that made the recording
5. In the secondary user field find the user you wish to grant access to the file(s)
6. Once the secondary user has completed viewing and no longer needs access you can remove them from secondary user field and return to “None”



Adding a User

Axon Commander 4.6.1.4

Welcome, Juliet Dias

Import Management

AXON Commander

Assets

View ▾ | Sort results by ▾ | Results per page ▾

April 2016 [24]

Search

Search only through my files

Require exact word matches

Geo-fence

Time and Date

Any time Last 80 days Range

Filters

All Files

Bookmarks

Areas

Sources

Servers

Folders

Cabinets

Users

Tags

X78005169-clip0349.mp4

2016-04-07 11:34:20 6m MP4

X78005169-clip0349.mp4

2016-04-07 10:31:30 10s MP4

X78005169-clip0349.mp4

2016-04-07 10:31:18 10s MP4

5150 WELCK

2016-04-07 07:14:44 7m10s MP4

ATC

2016-04-07 01:21:14 5m41s MP4

2016-04-07 11:19:46 1m48s MP4

Susp

2016-04-06 22:01:28 3m16s MP4

647

X78031872-clip0442.mp4

2016-04-06 13:58:44 46s MP4

X78031872-clip0442.mp4

2016-04-06 14:53:30 5m21s MP4

Warrants

X78023035-clip0190.mp4

2016-04-06 14:33:40 2m2s MP4

Tro

415c Deli every Bill Dispute

2016-04-06 08:14:13 1m34s MP4

2016-04-06 07:50:44 2m19s MP4

2016-04-06 02:01:54 10m23s MP4

X81003234-1006849025

2016-04-06 01:22:47 5m8s MP4

X81002992-1085

Asset Properties

X78005169-clip0349.mp4

Information | Cabinets | Folders | Security

Title: X78005169-clip0349.mp4

Description:

Primary User: (none)

Secondary User: (none)

Start Time: 2016-04-07 11:34:20

End Time: 2016-04-07 11:43:50

Ingested At: 2017-08-07 10:16:57

File: /user/axon/kze

Source: /user/axon/kze - X78005169

Camera: X78005169

Server: BWC.PRODVM01

OK Close Apply

First ▲ 1 ▷ Last

Showing 1 - 24 of 24 items

Verify Export Convert Burn Report Tag



Body Worn Cameras Contact Information

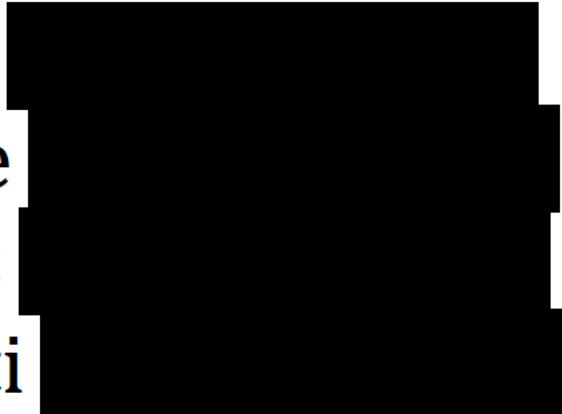
Video Analysis Unit

Sgt. David Collins

Deputy Justin Cole

Deputy Juliet Dias

Cpl. Alexander Roti



*For feedback that does not require a response,
you may email the unit at VAU@sdsheriff.org

